

## Oneida Business Committee Agenda Request

1. Meeting Date Requested: 4 / 26 / 17

### 2. General Information:

Session:  Open  Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Development Division 2nd Quarter Report

Accept as Information only

Action - please describe:

### 3. Supporting Materials

Report  Resolution  Contract

Other:

1. Attached report

3.

2.

4.

Business Committee signature required

### 4. Budget Information

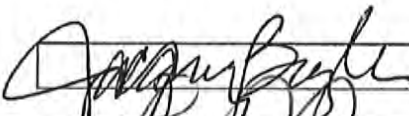
Budgeted - Tribal Contribution

Budgeted - Grant Funded

Unbudgeted

### 5. Submission

Authorized Sponsor / Liaison:



Primary Requestor/Submitter:

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

# Development Division

Development Branch – Troy D. Parr  
Operations Branch – Jacque Boyle

**2<sup>nd</sup> Quarter: January, February &  
March 2017.**

Revised: 4/10/17

## Development Division – *Renewed Vision & Effort*

*Below are some highlights of FY '17, Second Quarter Development Branch work efforts:*

### Community Development

The Development Branch Team continues to focus on the Community Planning and Development efforts in Central Oneida, as well as the entire Oneida Reservation. These efforts include creating opportunities for economic development, social engagement, recreation, dining, housing and essential needs in small business growth. The focus in Central Oneida remains to create the context for redevelopment of the heart of the Oneida Reservation through new infrastructure and community design.

The latest effort has gotten some momentum with the help of a grant from Internal Services which generated the conceptual design for a multi-use community building and gathering space. This concept has a food nexus and offers entrepreneurial opportunity. This year's HUD Indian Community Development Block Grant is being written to support this project. The focus of the grant application will be to provide funding for the infrastructure for this project. The goal remains to bring back some of the great experiences Oneida's have historically enjoyed most about this significant place, while creating a *Community of Well-Being that is Uniquely Oneida*.

### Creating New Housing Opportunities

Work continues on completing the consolidation of all housing entities under one roof. The proposed new Comprehensive Housing Division (CHD) will serve as a "one stop shop" for all Oneida Members housing needs. Although the Division of Land Management has led this transition effort, the Development Branch will continue to collaborate with the new CHD to plan and design new neighborhoods, new Home Builder Opportunity (HBO) lots for Oneida Members as well as lead the design and construction efforts of the new housing inventory of Oneida Housing Authority.

### Creating New Revenues

The Development Branch continues to work with Division of Land Management (DOLM) and the Land Commission to generate new revenue through commercial land leasing. This is a practice that has in the past proven to be very lucrative for the Oneida Nation. This new revenue stream provides a low-risk, non-capital investment approach to generation of new revenues. By assisting DOLM to identify new lease clients and market key properties, Oneida is able to take gain new revenue streams as the national & regional economic activities ramp-up.






Yaw^ko,  
Troy D. Parr, AIA  
Oneida Architect

# RENEWED VISION & EFFORT

Central Oneida

Rural Nest

## Community Wellness

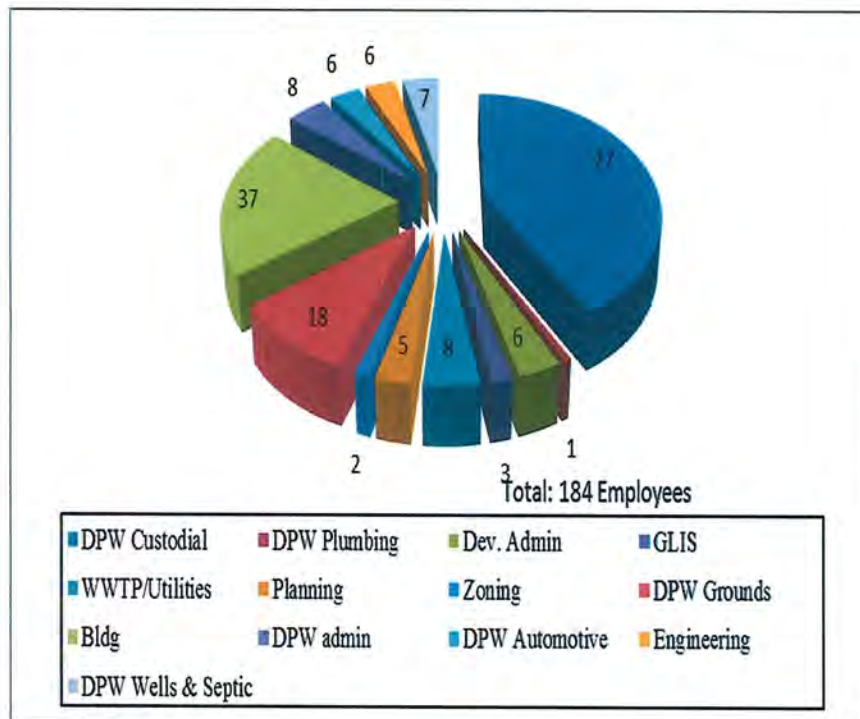
-  Economic Stability
-  Education
-  Health and Health Care
-  Neighborhood & Built Environment
-  Social & Community Context



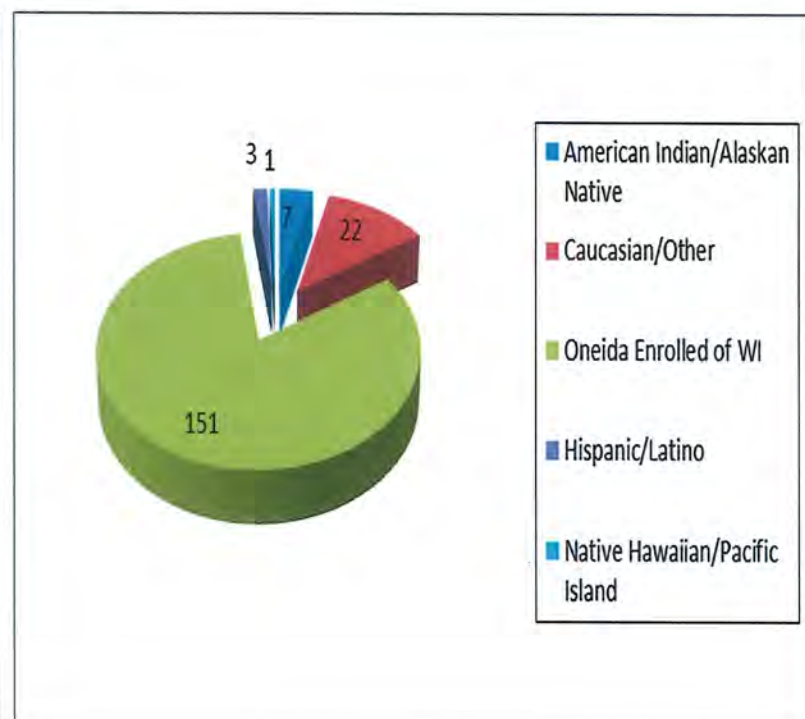
## Development Division – Quarterly report

- The Development Division supports the overall physical well-being of our nation as expressed by planning, designing, constructing and maintaining the Tribal facilities, space and physical systems and provide accurate corresponding data to the nation.
- The Development Division consists of the Development Branch which is GLIS, Planning & Statistics, Transportation, Zoning and Engineering. The Operations Branch/DPW include: Plumbing, Automotive; Facilities, Groundskeeping, Custodial, Automotive, Wells & Septic's, Utilities and Waste Water Treatment Plant.

### # Employees by Department



### # Tribal Members vs. Others



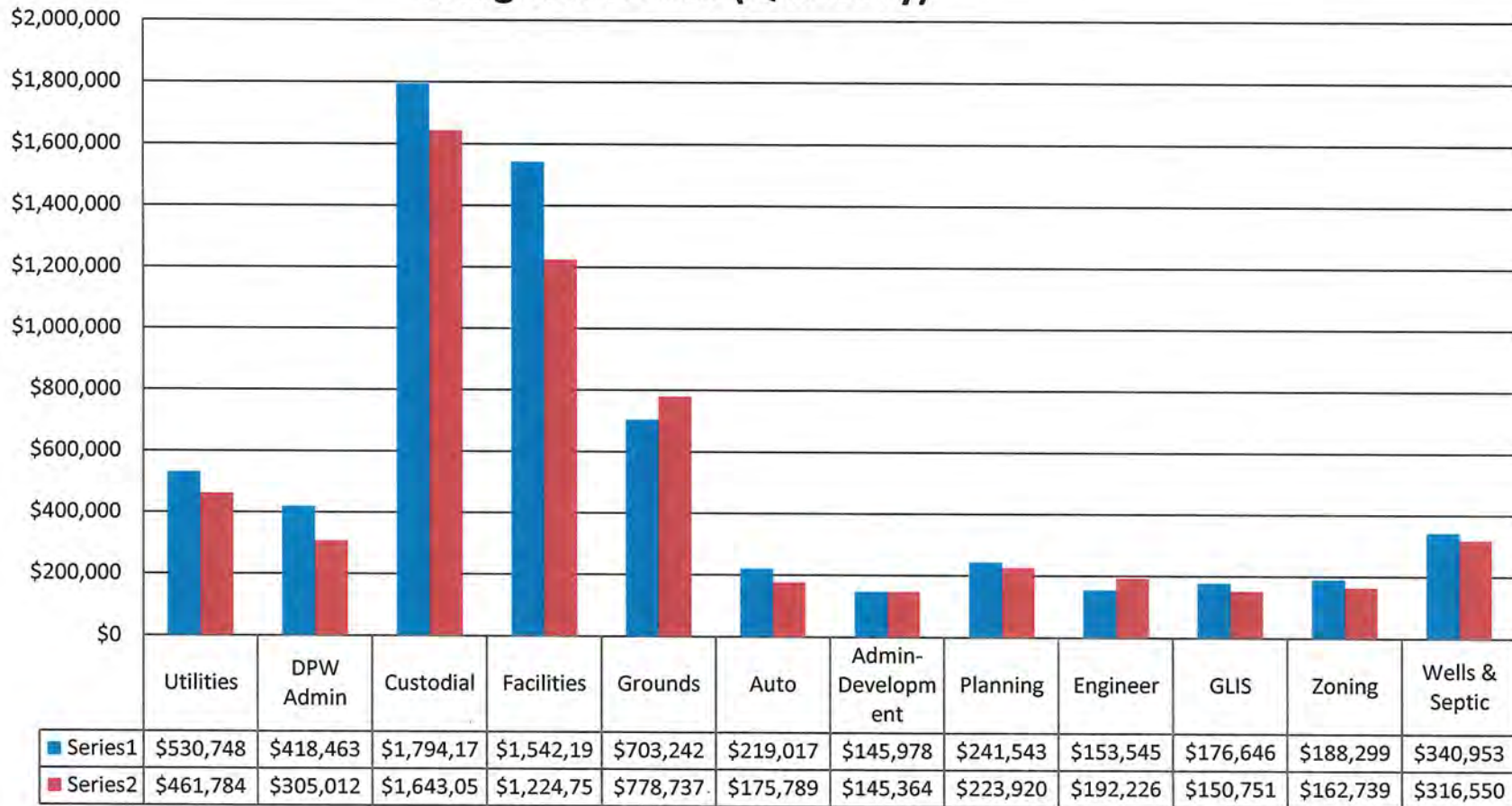
## Development Division – Quarterly report

This information reported is for the 2<sup>nd</sup> Quarter of the Fiscal Year (January, February and March 2017).

<b>Department</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>%</b>
Utilities	\$530,748	\$461,784	\$68,964	12.99%
DPW Admin	\$418,463	\$305,012	\$113,451	27.11%
Custodial	\$1,794,174	\$1,643,059	\$151,115	8.42%
Facilities	\$1,542,194	\$1,224,753	\$317,441	20.58%
Grounds	\$703,242	\$778,737	-\$75,495	-10.74%
Auto	\$219,017	\$175,789	\$43,228	19.74%
Admin-Development	\$145,978	\$145,364	\$614	
Planning	\$241,543	\$223,920	\$17,623	7.30%
Engineer	\$153,545	\$192,226	-\$38,681	-25.19%
GLIS	\$176,646	\$150,751	\$25,895	14.66%
Zoning	\$188,299	\$162,739	\$25,560	13.57%
Wells & Septic	\$340,953	\$316,550	\$24,403	7.16%
<b>Total FY17</b>	<b>\$6,454,802</b>	<b>\$5,780,684</b>	<b>\$674,118</b>	<b>11.66%</b>
<b>Update: April 17, 2017</b>				

**Development Division– FY 16 (4th Quarter)We are 11.66 better than budget**

**Development Division - FY17  
Budget to Actual (Quarterly)**



## Development Division

- **Project List by Department:**

- Engineering – (Contact Paul Witek: 920-869-4543)

- Residential Home sites.
    - Health Center  
Miscellaneous
    - Social Services Building  
Remodel – Phase V
    - Oneida Nation High  
School
    - Cemetery  
Improvements
    - Uskah Village  
Apartments
    - Oneida Nation Farms  
Manure Pit
    - Early Head Start  
Facility
    - Oneida Golf Enterprise  
Remodel – Phase II
    - Water Main Loop

- NHC Remodeling –  
Phase VIII
  - NHC Remodeling –  
Phase II
  - Business Park Storm  
Water
  - Oneida Fishery  
Restoration – Phase II
  - Solar Electric  
Deployment,  
assistance.
  - Tribal Transportation  
Program, assistance
  - Main Casino Exterior  
Enhancements
  - Mason Street Casino  
Exterior Enhancements
  - O.F.F. Facility  
Improvements
  - Oneida Recreation  
Complex

- Tsyunhehkwa  
Storage/Shelter
  - Elder Village Cottages –  
Phase II
  - Elder Village Cottages –  
Phase II
  - Miscellaneous Small  
projects



## Development Division (Departmental Updates)

### ▪ Engineering:

We are managing the various CIP, Non-CIP, OHA, and other miscellaneous projects. We provide assistance to the Zoning Department with plan reviews for code compliance. In addition, we help various Tribal Departments with design and construction coordination for minor interior remodel projects. Major projects are identified in listing above. (James Petitjean – Interim Assistant Division Director; Paul Witek - Senior Architect.); (Vacant positions: 0; Paul Witek – Senior Tribal Architect).

#### • Oneida Housing Authority:

Elder Village – Cottages: Phase II – We are reviewing with Louis Wasserman the Architect; the designs for five different plans to construct up to 12 cottages construction to begin in July 2017.

#### • Uskah Village – Town Home Apartments Phase I Townhome Apartment

#1 is in the Final stage and is scheduled to be handed over to OHA by the end of April occupied in May 2017. Phase II – contracting with RJM Construction LLC for Uskah Village Apartments. Building (3) 4-plex Townhome Apartments; construction is scheduled to start in May 2017.





## Development Division - (Departmental Updates)

- N6454 Oakwood Court House Reconstruction (fire damage)
- Sealed Bids are being opened 3:pm April 27, 2017 at LBDC.
- Construction is to be completed and the house occupied by January 2018.
- Adding a detached garage to project.



- **GIS:** GIS is currently down one technical support person, efforts to utilize MIS and fill the position are ongoing and moving along. This position is vital to the GIS database/mapping and requires an expertise in programming and Web design.
  - The revision of the LUTU process is moving along with continued efforts to finalize SOP's and Rules that are necessary to this new process. Communication between the many areas involved in this process has dramatically changed. The cooperation and teamwork from all areas to create a process that is streamlined and effective has definitely helped us reach this phase of the revision.

## Development Division - (Departmental Updates)

- **Planning & Statistics**
  - Community Outreach – Oneida

Oneida Life Sustenance Community Center project has a completed document that the Planning Department is using to update the organizations stakeholders, GSD, OHA, and Recreation have reviewed the work and support the concepts created.

Community Based Planning Process – Comments were received and Planning Department will come together one more time for final review before presenting to other departmental staff.



## Development Division - (Departmental Updates)

- **Planning & Statistic's continued**
  - Central Oneida Area Development Plan/Oneida Harvest – Life Sustenance Community Center/Transportation Project. Joanie Buckley, Governmental Services Director identified funding resource to allow for the creation of a foot print for the food center. The drawings will aid the presentation of information for potential grants and funding resources. Johnsen and Schmaling completed the work to develop conceptual designs for future development on the BP site (February and March). The designer took into account the completed work from Chris Cornelius which addressed the transportation component in Upper Oneida. Updated the Land Commission in March , April of 2017 and CDPC in January, February and March 2017. This update included the discussion of the transportation project and public space. Land Commission approved a list of activities that support the first phase of development in Upper Oneida. CDPC (February) approved the Planning department to move forward with the concepts for development of the transportation project and community space (BP Site). A letter of support is being drafted for them to sign to submit to ICDBG application. Short term goals that align with the LPGA event include working with Dan Brooks, Tribal Forester. He has committed to plant a portion of the trees donated from the First Downs for Trees program in Upper Oneida.
  - Central Oneida Transportation Plan – Contacted the BIA roads department to discuss criteria for eligible funding.
  - Oneida Community Trail System – Oneida Renewed emphasis on Quality of Life outcomes for health and recreation has spurred collaboration to create health and vibrant transportation alternatives. Walking and biking for the past few decades have been difficult on the Oneida Reservation. Over the past several years steps to create an integrated trails network has been taken to improve health, transport, and recreation opportunities on community trails systems and to design a safe and convenient biking/walking community.



## Development Division – (Departmental Updates)

### ▪ Planning & Statistic's continued

- Model Housing Project - A special set aside from the United States Department of Housing and Urban Development supports the development of a model housing project on the Oneida Reservation. Three Options are being proposed.
  - ✓ Option A An extended family home is a larger house (4-6 bedrooms) that is design to have shared and private spaces serving multi-generational families, and families that bring in relatives and friends into their home. It essential combines a small apartment or efficiency with a larger more standard home. Privacy is maintained by having a common entrance (a breezeway), that allows family members come and go into potentially shared spaces.
  - ✓ Option B (Rural) An affordable starter home for one and two person households that has the ability to be added on to as the family grows and establishes equity value in the home. While older urban communities have a stock of affordable homes in the center city. The Oneida Reservation is located in a rural/suburban fringe and the opportunity to buy older starter homes is limited. It is proposed to build an affordable energy efficient starter home for a one and two person household that has the ability to be added on to in Central Oneida. Including in the Model Housing Project is an exploration of building housing components in a controlled environment to provide jobs for Tribal Members and to control cost to meet affordability goals.
  - ✓ Option B (Urban) An affordable starter home for one and two person households that has the ability to be added on to as the family grows and establishes equity value in the home. While older urban communities have a stock of affordable homes in the center city.

## **Development Division (Departmental Updates)**

### **▪ Planning &Statistic's Continued**

- The Oneida Reservation is located in a rural/suburban fringe and the opportunity to buy older starter homes is limited. It is proposed to build an affordable starter home for a one and two person household that has the ability to be added on to in the Three Sisters Neighborhood. Including in the Model Housing Project is an exploration of building housing components in a controlled environment to provide jobs for Tribal Members and to control cost to meet affordability goals.
- Three Sisters Neighborhood Improvement Plan – The Three Sisters Neighborhood is near essential tribal services and it needs to be developed to maximize quality of life for its residents. The neighborhood includes close access to schools, grocery stores, banks, social services and recreational opportunities. A neighborhood plan that includes the development of a mixture of new housing types, with direct access to public space, is being proposed.
- Mason Street/State Highway 54 Corridor Plan – Mason Street/State Highway 54 Corridor Plan from Taylor Street to the Green Bay city boundaries at Pleasant Lane. We believe intermodal transportation improvements, understanding the market and a strategy to maximize real estate investment opportunities can help transform this area, which historically served as an industrial park on the urban fringe, transition into a vibrant integrated urban neighborhood. The area presently contains Northeast Wisconsin Technical College, proposed new student housing, several nearby schools, commercial and retail areas, apartments, under developed land, and neighborhoods which are relatively disconnected from each other. A corridor plan that supports the creation of a dense, walkable, safe, accessible traffic efficient “Mason Street Neighborhood” that maximizes real estate investment, will create a better environment for all those who live, work, learn, or shop along the corridor.

## Development Division (Departmental Updates)

### ▪ Planning & Statistics Continued..

- Green Valley Housing Neighborhood- Green Valley is built on the premise that each neighborhood has a unique design, a specific housing type, and access to nature, is connected to the greater community, and built to enhance the quality of life of the residents who live there. It is proposed that the next phase of development additional apartments with ground level access and a starter home neighborhood.
- Apple Orchard Improvements - The Oneida Apple orchard is a center of tourist activity in the summer time with Apple Fest as its main event. Improvements to the facility such as parking, access points in and out of the apple orchard compound , replacing old trees, and production facilities is needed to continue to be community asset.
- The former Kurowski/ Guntlisbergen Farms - Neighborhood Development Plan – A phased development of the former Kurowski/ Gunlisbergen farms into a neighborhood that includes mixture of four and five bedroom large family homes extend family model home and starter homes.
- Since the Statistician position was vacated, the Planning Department has also taken additional work in Survey Monkey. These surveys are requests that come from many different areas of the organization. An initiative to train other departments in this task is ongoing



## **Development Division (Departmental Updates)**

### ▪ GLIS

- GIS is currently down one technical support person, efforts to utilize MIS and fill the position are ongoing and moving along. This position is vital to the GIS database/mapping and requires an expertise in programming and Web design.
- The revision of the LUTU process is moving along with continued efforts to finalize SOP's and Rules that are necessary to this new process. Communication between the many areas involved in this process has dramatically changed. The cooperation and teamwork from all areas to create a process that is streamlined and effective has definitely helped us reach this phase of the revision.
- There are many requests for training of the GIS Website we are currently working to create a step by step process that can be used to train first time users. We will move into creating training for users that need additional help with this website.

### ▪ Zoning

- Zoning is currently gearing up for the busy season. There are many large projects that are being review for the area located on or around Mason Street. Zoning is also working with minimal staff as 2 positions are vacated temporarily.
- Currently Zoning has issued 14 Building Permits, 6 land use permits and no Sanitary Permits. This time last year we issued 25 total permits during this quarter.
- Zoning also issued its first citation to a Tribal resident for Public Nuisance in accordance with Sec. 605.6-12 of the Zoning and Shoreland protections law. This citation stemmed from numerous residential complaints. The Zoning department attempted to gain voluntary compliance with the residents, when these attempts failed the Citation Process was initiated. At this time the residents have made every attempt to rectify the situation and according to the Zoning Department are currently in compliance.



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# ONEIDA NATION DEPARTMENT OF PUBLIC WORKS OPERATIONS



Oneida Tribe of Indians

Photo Compliments of Packer City Trucks

# 2017 2nd Quarter Report







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## **Automotive**

The most important provisions for the Oneida Nation is safe operations of vehicles used for the Nation's business to remain operational to their full potential. This is done by scheduled maintenance and repairs of departmental vehicles.

## **Community Wells & Septic, Plumbing**

To upgrade the standard of living by providing complying Septic Systems and potable water supply from Private Wells. To be the first line of defense against disease prevention.

## **Custodial**

The DPW custodial department maintains all non-gaming Oneida Nation occupied buildings in a clean, sanitized, and safe environment through teamwork, communication, and quality customer service.

## **Facilities, Maintenance**

The facilities department provides preventative and regular maintenance, remodeling, fire and security monitoring, event coordination, and departmental moves for 80+ buildings and their departments.

## **Grounds Keeping**

The overall maintenance of all of the Oneida Nation's grounds, roads, landscaping, and 24 hour snow removal along with Tribally owned roads is the mission of the Grounds Keeping Department.

## **Utility/WWTP**

Provide safe drinking water and environmentally safe wastewater treatment and septage removal. Provide billing for sewer and water, septic removal and refuse/recycling services.





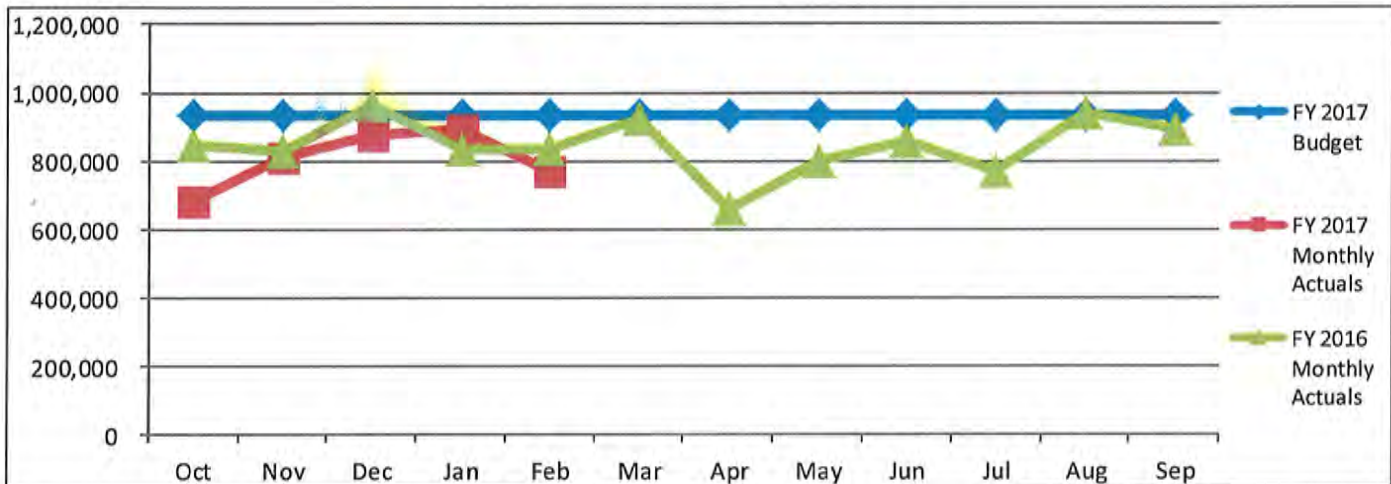


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## Department of Public Works Financials

### Budget versus Actuals



- YTD Actuals are at \$629,537 positive variance versus YTD Budget
- Employee wage increases account for \$195,682 of the variance which will be reflected in the May 2017 YTD Statement
- Other major contributing factors to the positive variance are vacant positions, medical leaves, and implementation of trade back for cash to occur later this year.
- Reorganization efforts have also created shared positions, efficiencies, and reduced overall personnel costs.
- Projects have been delayed until the FY17 budget was approved.





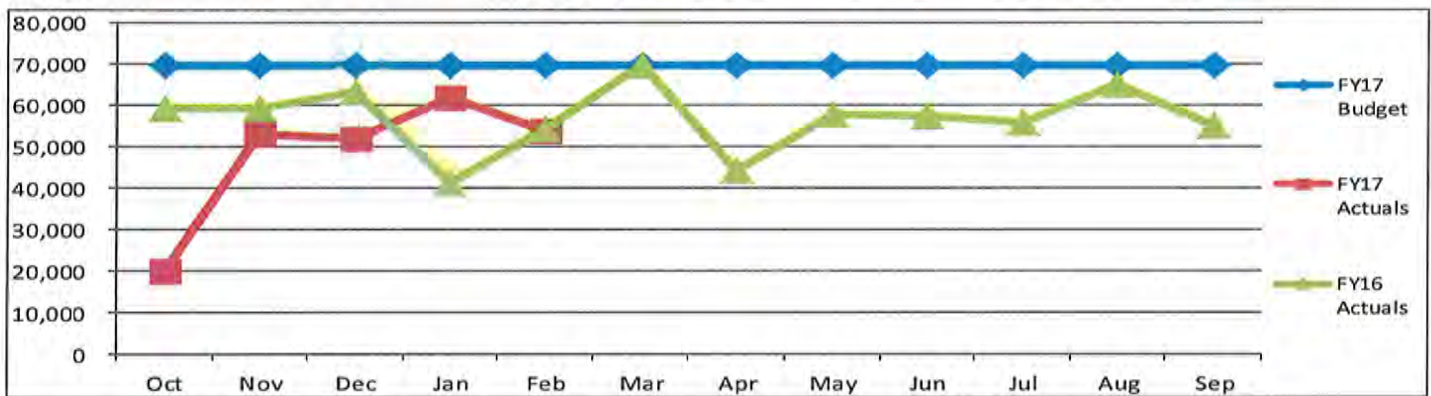
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# Department of Public Works

## Administration

The Department of Public Works Administration provides services and support for all of DPW Business Units, internal and external customers. We provide administrative services, budget and financial support services, community services, continuous improvement, customer services, fleet vehicle services, human resources services, safety awareness, and training services.



This past quarter, there was tremendous effort given to planning and implementing a snow and ice removal plan that would meet the needs of the various entities in the organization. Site plans provided by GIS were used by the Grounds Keeping crew to create snow removal plans and schedules for each parking lot and facility. Emphasis was given to improving communication between DPW and entities such as Gaming, Retail, and Emergency Management. DPW also had preplanning meetings before the storms as each presented unique challenges. The Grounds Keeping did a tremendous job and was assisted by personnel from the Facilities, Custodial, Gaming Maintenance, Wells & Septic, and Automotive Departments. The overall goal is to reduce any type of incidents, claims, and provide safe access to the buildings.

The custodial area is under continuous assessment and evaluation utilizing industry standards throughout the operation to determine staffing levels, cleaning procedures, and training needs. A custodial team has been developed to recreate the custodial handbook which will create consistency in training across the department and also address the specific needs of healthcare facilities, education facilities, and childcare facilities. One of our main challenges in this department is in meeting staffing needs. This is due to personnel leaving employment for higher wages being offered elsewhere, very few candidates applying for vacant positions, high rate of medical leaves, and retiring employees.

Wells & Septic/Plumbing, Facilities, and Utilities are gearing up for projects that are scheduled over the Spring and Summer months. There are many capital improvement projects that have been approved through the budget process that will be underway. With the shortened timeframe, some capital expenditure projects may have to be rescheduled. A progress report on the capital expenditure projects will be included in next quarter's report.



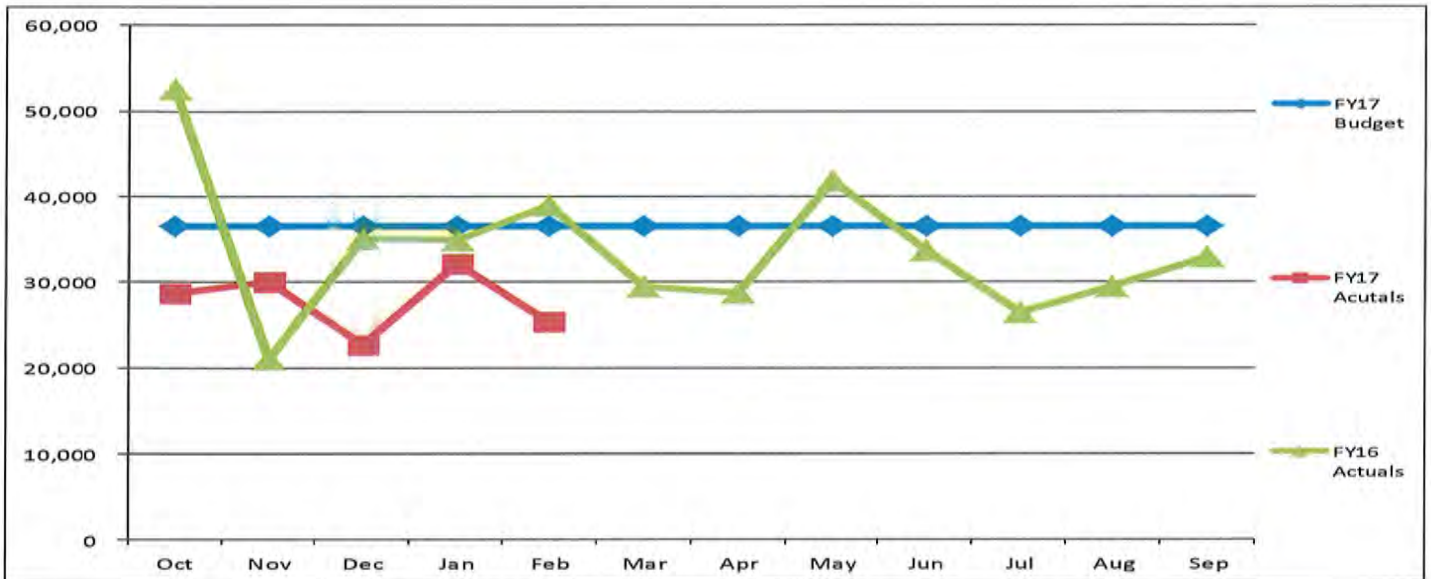




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# Automotive Department



## 2nd Quarter Services

Automotive Work Orders Completed: 331

Vehicle Requests: 110

Fleet Detailing: 138

Property, Equipment, Vehicle Incident Reports: 6

## Program Alignment Summary

Alignment	Description	Status
Committing to Building a Responsible Nation	Implement Archibus System for inventory	Parts/Supplies data are being entered into the system. Approximately 15% complete.





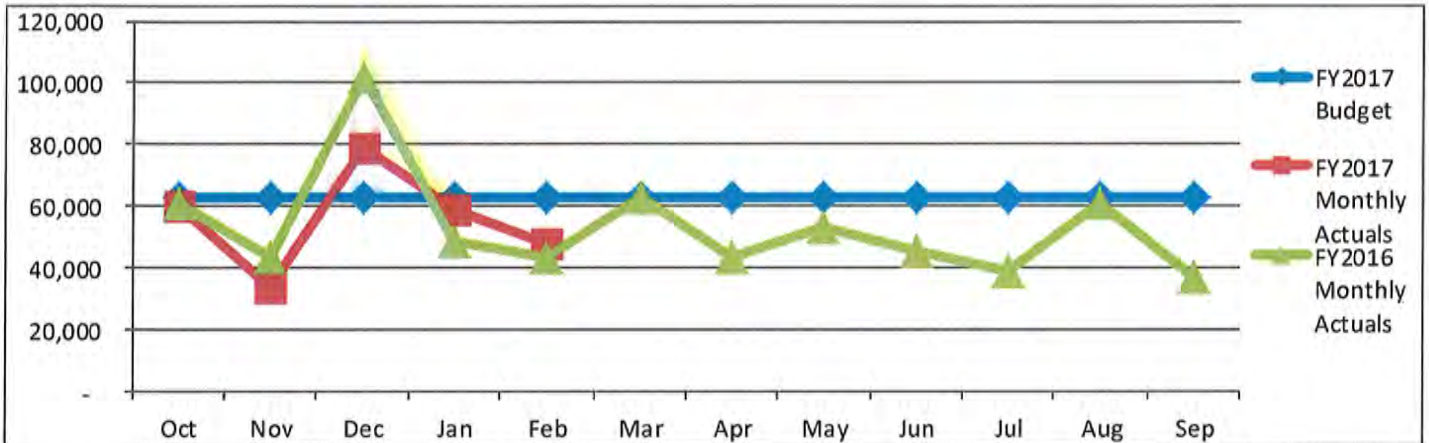


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# Community



## Wells and Septic, Plumbing



## Projects

Description	Status
IHS Project BE-13-J05	RO unit installed, Pressure Tank and Water Supply, Soil Evaluation
IHS Project BE-15-J50	14 Applicants, Possible HBO Sites
IHS Water and Sewer Extension	7 new HBO Sites

## Program Alignment Summary

Alignment	Description	Status
Commitment to Building a Responsible Nation	Scatter Sites Well & Septic Installation	32 Septic Related 29 Water and Well Related
	Planning and Engineering	Beechtree, Metoxen Lane, Farm
Commitment to Building a Responsible Nation	Tribal Facilities Plumbing projects, repairs and services	60 Work Orders
Commitment to Building a Responsible Nation	Other: Elder Services, Housing, Authority, and Tribal Members	66 Work Orders

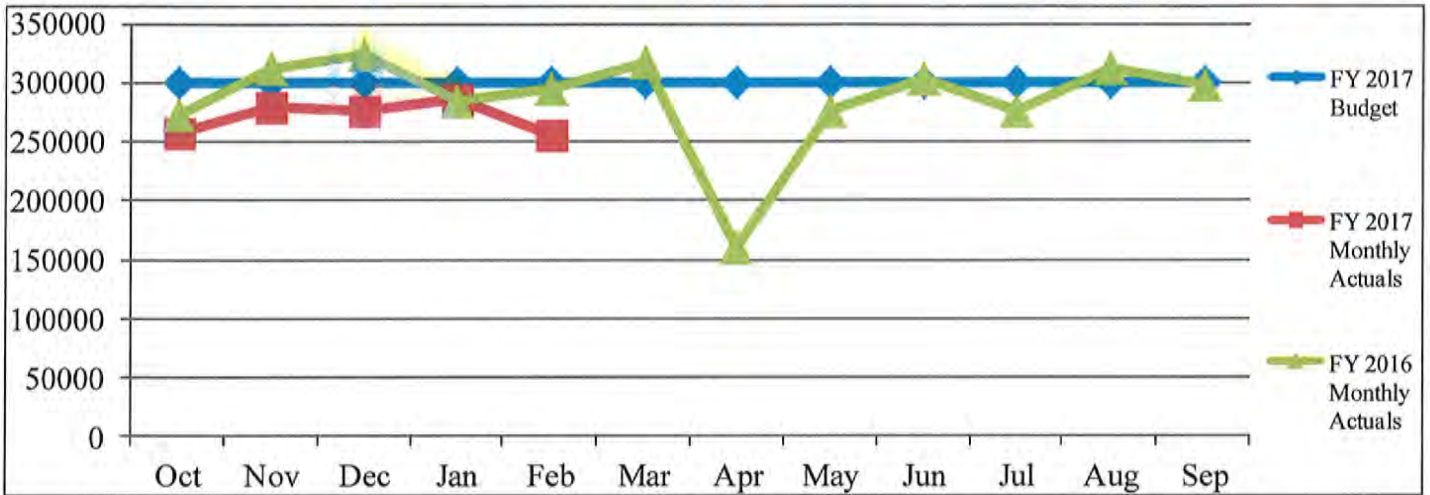




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# Custodial Department



## Projects/Services

### Description/Project

### Status

Equipment	Obtaining quotes for Capital Expenditures purchases
	Inventory of equipment has been completed
Eye Wash Stations	Installed in necessary locations
Flooring at Retail Outlets	Coordinating Team to focus on floor care and Oneida One Stops

## Program Alignment Summary

Alignment	Description	Status
Create a Positive Organizational Culture	Develop Training Program	Determine procedures to be included and specific to each building
Commitment to Building a Responsible Nation	Define Building Cleaning Standards	Custodial team is meeting to update handbook, and began using it for orientation of new employees



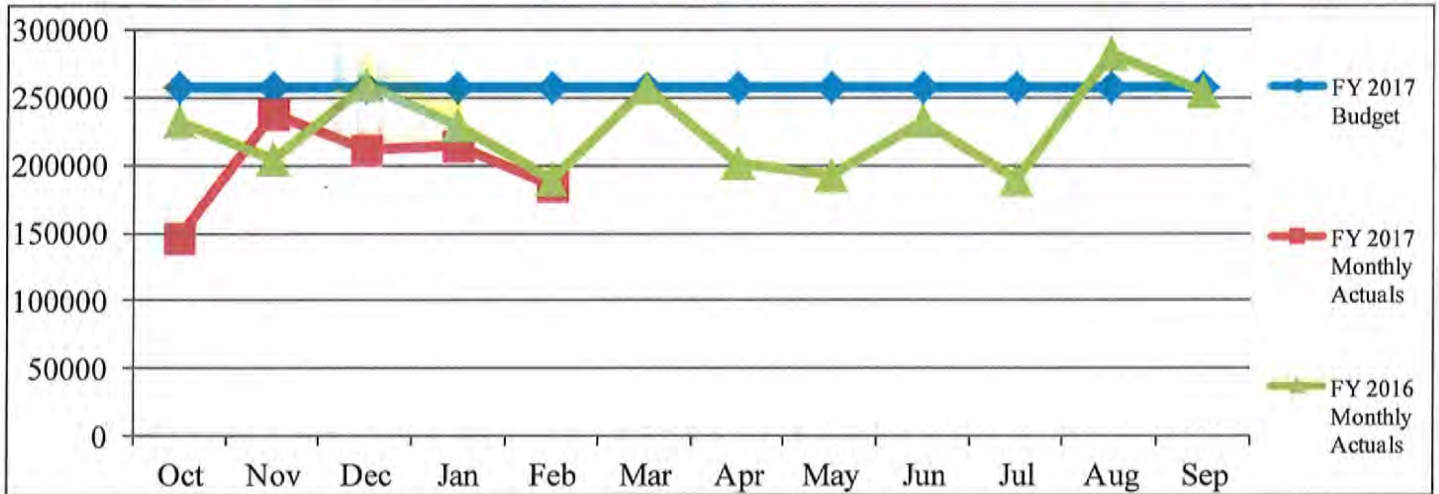




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# Facilities Department



## Initiatives

Initiatives	Status
Solar Deployment Project	Working with Technical Team
Capital Expenditure Projects	Currently in design bid process for roof replacement, flooring, controls upgrade replacement, and Social Services Building Boiler replacement
Emergency Generators	Annual Preventative Maintenance scheduled including load bank testing if necessary

## Program Alignment Summary

Alignment	Description	Completed
Committing to building a sponseible Nation	Re- Implementation of Archibus computerized maintenance management system	Upgrade to Web based system has been completed, training received, migrating data from Maximo
Committing to building a sponseible Nation	Re- Complete Facility Condition Assessments	Building Assessments completed for Civic Center, Archiquette Building, Parish Hall, and Museum.

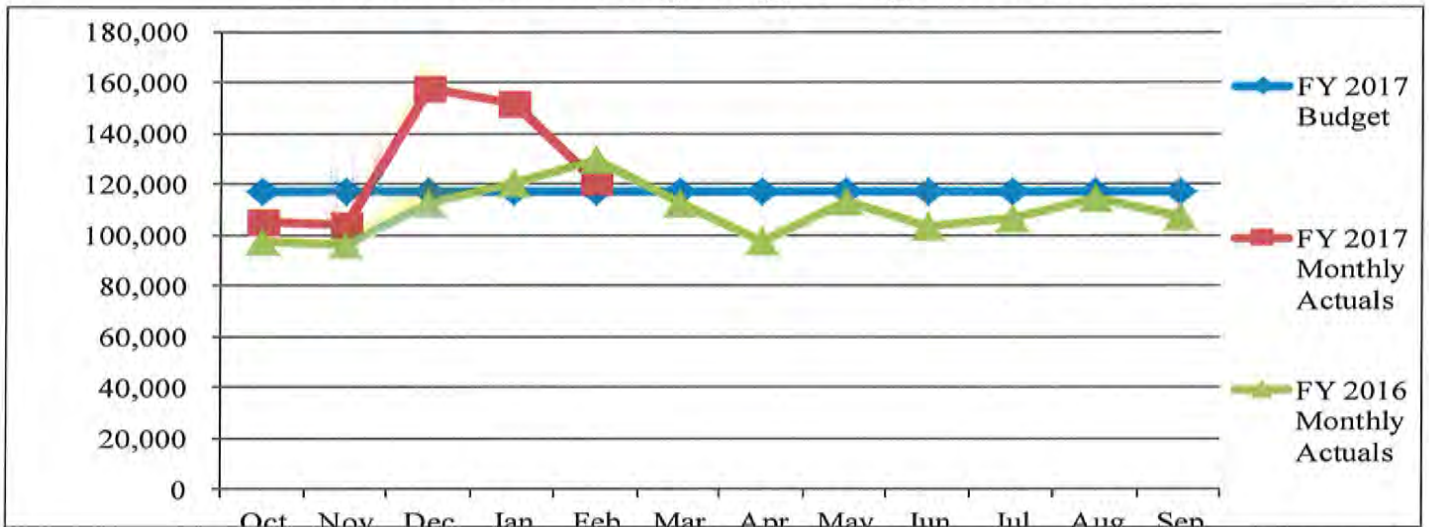




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# Grounds Keeping Department



## Projects/Services

Project/Services	Status
Building Landscaping Assessments	Working with Facilities Team and Planning to complete Landscaping assessments
Assets	Updated Asses Listing and Tool Inventory
Equipment	Obtaining quotes for Capital Expenditure Budget

## Program Alignment Summary

Alignment	Description	Status
Committing to building a Responsible Nation	Develop Standards for Buildings	Daily routes and logs updated and SOP's created
Committing to building a Responsible Nation	Snow Removal Plans	Schedules, site layouts, logs updated and completed.
Committing to building a Responsible Nation	Lawn Maintenance	Five facility reports completed



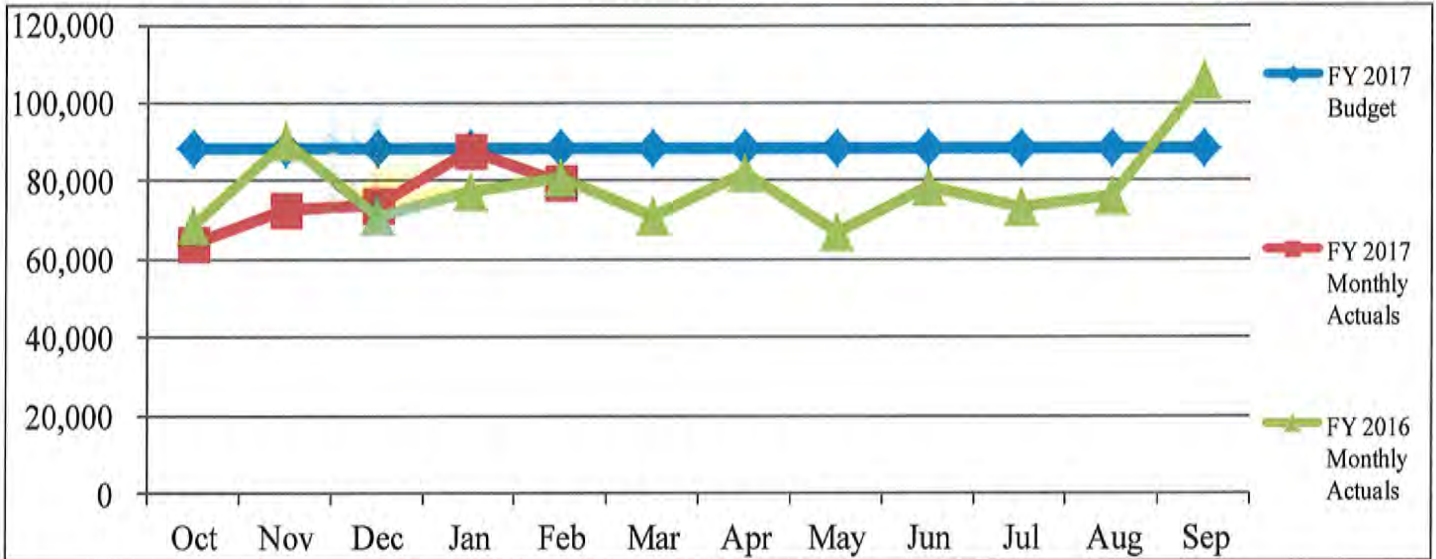




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# Utilities Department



## Services Provided

Service	Status
Work Orders	69 Completed
Locate Requests	51 Completed
Septic Pumping	121 Completed

## Program Alignment Summary

Alignment	Description	Completed
Committing to building a Responsible Nation	Public Water Legal Mandate/ Regulatory Compliance	EPA weekly sampling and testing for 2nd quarter were all in compliance with standards and regulations
Committing to building a Responsible Nation	Public Sewer Legal Mandate/ Regulatory Compliance	EPA weekly sampling and testing for 2nd quarter were all in compliance with standards and regulations

