

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 10 / 26 / 17

2. General Information:

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

Agenda Header:

☐ Accept as Information only

☒ Action - please describe:

Requesting approval of the Community Development Planning Committee's FY17 3rd Quarter report.

3. Supporting Materials

☒ Report ☐ Resolution ☐ Contract

☐ Other:

1.

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.

Oneida Business Committee Agenda Request

6. Cover Memo:

Describe the purpose, background/history, and action requested:

EXCERPT FROM JULY 27, 2017: Motion by Tehassi Hill to defer the Community Development Planning Committee FY '17 3rd quarter report to the next quarterly report meeting; and for the Liaison to follow-up with the Board, seconded by Fawn Billie. Motion carried unanimously.

- 1) Save a copy of this form for your records.
- 2) Print this form as a *.pdf OR print and scan this form in as *.pdf.
- 3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

**Community Development Planning Committee
Quarterly Report for FY17 3rd Quarter
April, May and June 2017**

CDPC Members

Melinda J. Danforth, CDPC Chair

Fawn Billie, CDPC Member

Tehassi Hill, CDPC Vice Chair

Jennifer Webster, Member

Lisa Summers, CDPC Member

Brandon Stevens, Alternate

David Jordan, CDPC Member

Purpose

To ensure that the Land Use Plan, Comprehensive Plan, Vision Oneida Plan, Housing Plan, all economic development efforts and land use recommendations are working in coordination with each other to improve the Oneida Tribal community and operations.

Meetings

The CDPC meets every 1st Thursday of the month at 9 a.m. in the Business Committee Conference Room at the Norbert Hill Center. The meeting notice is provided on the Oneida Nation's website.

Activities Summary

CDPC Meeting Dates

April 6, 2017

May 4, 2017

June 8, 2017

- Please note the meeting minutes are attached.

Highlights

FY18 CIP Prioritization

The CDPC was requested to review the Capital Improvement Projects list and prioritize the projects for the Fiscal Year 18 Budget. This was completed and submitted to the Budget Team. Attached is the final prioritization.

Maple Leaf Project

The CDPC received information that this project is not financially feasible. However, the CDPC continues to believe that this area is a prime development area for housing, business, etc. that a request was made to the Economic Development area to bring forward alternate ideas for the space.

2017 Indian Community Development Block Grant

The CDPC requested that the Economic Development and Development area work on identifying projects within the organization that would qualify under the Indian Community Development Block grant. The project selected was the Community Corridor for the Central Oneida (former BP site). The ICDBG dollars will be used to develop the infrastructure necessary for the property. A request was made to include in the FY18 budget the \$200,000 match required by the grant.

CIP Project Prioritization - by CDPC

6/8/2017

Approved by CDPC as noted, 6/8/17

ONEIDA MISSION: To strengthen and protect our people, reclaim our land and enhance the environment by exercising our sovereignty		CDPC					TECHNICAL					ECONOMIC IMPACT				TOTAL	Development Division Recommendation of Must Fund as High Risk Life Safety	FY2018 CIP BUDGET REQUEST	CUMULATIVE TOTAL
		Aligns w/ mission	Advance On*vote aka Principles (language, culture, history)	Good Governance (decision-making, gov't communications, policy)	Responsible Nation (educate, youth, volunteer, families)	Positive Organizational Culture (pos. behavior, accountability, training)	Needed to Comply with Resolution (GTC, OBC)	Project addresses Life, Health, and General Safety Requirement	Deferral will negatively impact organization and increase future operational costs	Needed to continue/complete another project (not phase of a project) without delay or disruption	Needed to continue/complete the next phase in a multiple phase project that has been previously approved and funded	Does project have Outside funding (grants)	Revenue Generation	Workforce Development (job creation, etc.)	Quality of Life Impact				
Possible Score:		12	12	12	12	12	6	6	5	5	6	2	6	2	2	100			
The Following Projects are requesting funding: (scoring validated by CDPC 6/8/17)																			
14-013	Early Head Start Facility	12	0	0	12	12	0	6	5	0	6	2	0	0	2	57		\$ 300,000	
16-008	O.F.F. Facility Improvements	12	0	0	12	12	0	6	5	0	0	0	6	2	2	57		\$ 207,000	\$ 507,000
15-003	NHC Remodeling - Phase VIII	12	0	0	12	12	0	6	5	0	6	2	0	0	0	55	X	\$ 311,000	\$ 818,000
07-002	SSB Remodeling - Phase V	12	0	0	12	12	0	6	5	0	6	0	0	0	0	53	X	\$ 550,000	\$ 1,368,000
17-010	1940 W Mason Building Renovation	12	0	12	12	12	0	0	5	0	0	0	0	0	0	53		\$ 788,000	\$ 2,156,000
07-013	Maple Sugar Camp	12	12	0	12	12	0	0	0	0	0	2	0	0	2	52		\$ 30,000	\$ 2,186,000
23-005	Residential Home Sites	12	0	0	12	0	6	6	0	0	0	2	6	0	2	46		\$ 400,000	\$ 2,586,000
16-005	Casino Exterior Enhancements	12	0	0	0	12	0	0	5	0	6	0	6	0	0	41		\$ 805,000	\$ 3,391,000
15-001	Oneida Life Sustenance Community Center - ICDBG	12	0	0	12	0	0	0	0	0	0	2	6	2	2	36		\$ 200,000	\$ 3,591,000
05-013	Elder Apartment Garages	12	0	0	12	0	0	6	0	0	0	0	0	0	2	32		\$ 1,887,000	\$ 5,478,000
																0			
																0			
The Following Projects are in need of funding, but have not requested funds this year: (Scoring Not Validated by CDPC)																			
13-011	Oneida Nation High School	12	12	12	12	12	0	6	0	0	0	0	0	0	2	68			
TBD	NHC Remodeling - Phase IX	12	0	12	12	12	0	6	5	0	6	0	0	0	0	65			
09-011	OCHC Expansion & Consolidation	12	12	0	12	12	0	0	0	0	0	0	6	2	2	58			
06-004	Duck Creek Trail	12	12	0	12	12	0	0	0	0	0	2	0	0	2	52			
16-011	Oneida Recreation Complex	12	12	0	12	12	0	0	0	0	0	0	0	0	2	50			
16-014	Tsyunhehkwa Storage/Shelter	12	12	0	12	0	0	6	5	0	0	0	0	0	0	47			
04-022	Oneida Public Transit Garage	12	0	0	12	12	0	0	0	0	0	2	0	0	0	38			
13-010	Oneida Food Center	12	12	0	0	0	0	0	0	0	0	2	6	2	2	36			
TBD	One Stop - New Location	12	0	0	0	12	0	0	0	0	0	0	6	2	0	32			
11-016	Oneida Long House Village	0	12	0	12	0	0	0	0	0	0	2	0	0	2	28			
94-005	Oneida Cultural Center	0	12	0	0	0	6	0	0	0	0	0	6	0	2	26			
12-011	Oneida Reservation Visitor Center	0	0	0	0	12	0	0	0	0	0	0	6	0	2	20			
13-001	OCHD Barn Renovation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			

CIP Project Prioritization - by CDPC

Approved by CDPC as noted, 6/8/17		CDPC					TECHNICAL				ECONOMIC IMPACT				TOTAL	Development Division Recommendation of Must Fund as High Risk Life Safety	FY2018 CIP BUDGET REQUEST	CUMULATIVE TOTAL
ONEIDA MISSION: To strengthen and protect our people, reclaim our land and enhance the environment by exercising our sovereignty		Aligns w/ mission	Advance On^yote aka Principles (language, culture, history)	Good Governance (decision-making, gov't communications, policy)	Responsible Nation (educate, youth, volunteer, families)	Positive Organizational Culture (pos. behavior, accountability, training)	Needed to Comply with Resolution (GTC, OBC)	Project addresses Life, Health, and General Safety Requirement	Deferral will negatively impact organization and increase future operational costs	Needed to continue/complete another project (not phase of a project) without delay or disruption	Needed to continue/complete the next phase in a multiple phase project that has been previously approved and funded	Does project have Outside funding (grants)	Revenue Generation	Workforce Development (job creation, etc.)	Quality of Life Impact			
Possible Score:		12	12	12	12	12	6	6	5	5	6	2	6	2	2	100		
The Following Projects are not requesting funding.																		
14-002	Cemetery Improvements																	
14-012	Oneida Farms Barn & Manure Pit																	
14-014	Oneida Golf Enterprise Remodel - Phase II																	
15-004	Business Park Storm Water																	
16-001	Cultural Heritage Site Restrooms																	
17-008	C-Store - Mason																	

Community Development Planning Committee

Meeting Minutes
9:00am – 12:00am Thursday April 6, 2017
Business Committee Conference Room



Present: Jenny Webster, David Jordan, Melinda Danforth, Fawn Billie

Others Present: Joanie Buckley, Paul Witek, Stacie Danforth, Jeff Witte, George Skenandore, Sue Doxtator, Pat Pelky, James Petitjean, Troy Parr, Ron Melchert, Louis Cottrell, Craig Clausen, Leanne Doxtater, Dale Wheelock, Sherrole Benton, Larry Barton, Trish King, Jacque Boyle, Jessica Wallenfang, Danelle Wilson, Brandon Stevens, Phil Wisneski, Sam VanDen Heuvel, Joyce LaCount

- I. **Call to Order** By Melinda Danforth at 9:02 a.m.
- II. **Approve the agenda**
Motion made by Jenny Webster to approve the agenda, seconded by Fawn Billie.
Motion carried unanimously.
- III. **Minutes to be approved**
 - A. **March 2, 2017 meeting minutes approved without revisions**
Motion made by David Jordan to approve the 3/2/17 meeting minutes, seconded by Jenny Webster. Motion carried unanimously.
- IV. **Follow-ups/Directives**
 - A. **3/2/17 Follow-up Motion: Early Head Start, GSD Director, Alternative Solution in 60 days or sooner or project can proceed – George Skenandore**
 1. Other Tribal buildings were evaluated for possible alternative locations for Early Head Start; such as, the Social Services Building (including the Chapel), SSB Cottage #1, and the former Accounting Building. All of these buildings were sub-par to the CIP project that is planned.
 2. From a funding standpoint, George has contacted the Head Start personnel on the federal level, and the information seems to be neutral to positive regarding any funding shifts.
 3. George is supporting that the Early Head Start Project move forward as planned, and to have this project be removed from an on-hold status. George will send an email out regarding this change in project status.
 4. George will work with the Head Start Policy Counsel regarding the benefits for Head Start children when they start kindergarten and 1st grade.
 5. The Turtle School was evaluated for Early Head Start, but it does not have some of the requirements of space that are needed.

6. Once the project is no longer on-hold, we will release it for bid, and it will be 45 days from green light to shovel in the ground.

Motion was made by David Jordan to support the decision of the Governmental Services Division Director to allow the Early Head Start Project to proceed, seconded by Jenny Webster. Motion carried unanimously.

B. Recommended Project for 2017 ICDBG Grant Application Submittal – James Petitjean & Sue Doxtator

1. A meeting was held with Sue Doxtator, James Petitjean, Dale Wheelock, and Troy Parr to discuss the potential projects that would fit into the timeline constraints that we have to apply for the grant. It was determined that we would like to move forward with the infrastructure and community space, what we are calling the Community Corridor of Central Oneida.
2. The Planning Department is working daily to fast track the grant application before the deadline, which is 5/11/17. This will give us one week from the actual final submittal deadline of 5/18/17, so we have time to make any revisions that may be needed.
3. There is a training coming up in Chicago, and Jeff Witte, Dale Wheelock, a Grants person, and the Project Manager, if possible, should be attending.
4. We will need a match from the Tribe of approximately \$200,000 in the CIP budget so we can receive the \$600,000 from the grant.

Motion was made by David Jordan to accept the update, seconded by Jenny Webster. Motion carried unanimously.

V. Old Business

No business was conducted under this section.

VI. New Business

A. CIP Communication and roll out – Community Perceptions – Melinda Danforth

1. The OBC requested a discussion at CDPC regarding the CIP process. The CIP project list and their phases are in the Kalihwisaks and online. We understand the phases of the CIP projects, but the public doesn't seem to understand.
2. We could use cleaner language and use percentages of completion for the phases which seems to help with the understanding.
3. Phasing is more simplified and is very straight forward. Maybe we could list the phases in a more common language, such as, approval stage,

construction, pre-planning, and we wouldn't be modifying the process, just the wording of each phase.

4. Planning has the responsibility in the early stages of Phase I to get to the Community, and at that point, we could take the opportunity to clearly define what the roles and the steps are that go into Phase I.
5. Would it be better for us to go to GTC for approval at the beginning of a project rather than to spend a lot of money before going to GTC and then the project is stopped? If we go to GTC at the beginning of the project, we won't have the information that GTC will request, such as, location, cost, design, concept, or other information for them to make a decision. Could we do a Community Sensitive Design Process before going to GTC to get input and approval on a project?
6. The Finance Office could make a recommendation to the Treasury that would list the CIP spending level for the fiscal year. A priority ranking of CIP projects could be made for GTC approval.
7. Trish King is requesting that CDPC eliminate some of the CIP projects that are not funded and are not necessary so those funds can be used for other projects.
8. Jacque Boyle has requested that the Tribe eliminate some of the Tribal owned buildings that are at the end of their useful life, or they were designated for temporary use, such as, residential homes used by departments. These buildings were not intended to be used for this purpose and for this long of a time. There are failing in many ways and the repairs are costly.
9. To do a CIP project from start to finish can take a year or more, and to complete a neighborhood can take ten years. We don't have money; we have appropriations that are approved for each project. The appropriations are on the books for the life of the project after the project is approved.
10. Melinda Danforth, Troy Parr, Paul Witek, and Pat Pelky can work together to develop a process to prioritize the CIP list.

Motion made by David Jordan to accept the responsibility for the prioritization of the CIP listing for future budgets beginning with fiscal year 2018, seconded by Jenny Webster, with the understanding that Melinda Danforth, as CDPC Chair, will work with the Team to develop a process on how to do the CIP prioritization for fiscal year 2018. Motion carried unanimously.

B. Economic Development and Diversification Set Aside – Melinda Danforth

1. These are the funds that the Tribe receives from OTIE, and the OBC has approved for these funds to be used to provide the infrastructure for housing opportunities. The Treasurer provided an update to the OBC in mid-March, and requested that this item be sent to CDPC for information.
2. These funds will be used for CIP projects and follow the CIP process for funds. The next steps mentioned in Troy Parr's presentation still need to be completed.
2. We should be receiving another distribution from OTIE this month. The money recommended last year was put into the set aside.
3. There is a difference of opinion on how the OTIE funds are to be used. One side says it for the Blazek and Maple Leaf project only, and the other side says it can be used for any upcoming project. The Blazek and Maple Leaf property, in its current scope, is looking more like a subsidy than a revenue generating project.

Motion made by Fawn Billie to request a Special Work Meeting be held to discuss the next steps for the economic development and diversification set aside and its use, seconded by Jenny Webster. Motion carried unanimously.

C. Request for a Special Meeting within 2 Weeks, Update on Concepts for Upper Oneida – Planning Department

1. Instead of the Planning Department requesting a Special Meeting in 2 weeks, they are requesting to present today because of the time constraints for the ICDBG application deadline, and they are requesting the CDPC support.
2. The plan is to include the community space with the public space that has already been approved by the CDPC.
3. The concept has been to the Land Commission for approval of the land use.
4. Included in the grant is a small community space, the cost of moving the fiber optic line, running sewer laterals and site prep, and part of the public plaza.
5. The Planning Department is requesting a letter of support from the CDPC, which the Planning Department will draft. They have 30 days after 3/17/17 to receive this information. We are also looking for letters of support from the OBC and the Land Commission.
6. Fawn Billie would like the Tribe to not just get community input, but to also get input from the Oneida High School and Middle School.

Motion was made by Jenny Webster, through the CDPC Chair, to submit a letter of support for the ICDBG grant application with the understanding that we are submitting for the public space, community space, and for the potential of structures being placed there, seconded by Fawn Billie. Motion carried unanimously.

VII. Reports

No business was conducted under this section.

VIII. Additions

No business was conducted under this section.

IX. Executive Session

No business was conducted under this section

X. Outstanding Items

- A. 2/2/17 Follow-up Motion: Recommendation on Presentation of CDPC Transition Material and Identifying Project Priority, moved to the June 2017 CDPC agenda – Troy Parr & Lisa Summers**
- B. 3/2/17 Follow-up Motion: Financial Details for Blazek and Maple Leaf Properties, Trish King will follow-up with Dale Wheelock, Larry Barton, and Troy Parr. Bring back a recommendation.**
 - 1. This project, as it is currently proposed, will not be revenue generating for quite some time.
 - 2. Some of the issues with this property are that the Tribe cannot charge property tax, there are soil conditions on the back part of the lot, and it will take a large financial amount up front for the project. There will also always be maintenance on this project as it is proposed.
 - 3. If there is another project proposed for this site, we can save money until we have enough to do it. This property should have other opportunities because of its location, and what do these other opportunities look like for the Tribe.
 - 4. The CDPC wants to have the financials for the proposed project documented for them to see, and to bring it back to the May CDPC Meeting.
 - 5. The CDPC wants to see the other opportunities that can be developed on the Blazek and Maple Leaf properties.

Motion made by David Jordan to defer this item to the joint OBC/Land Commission agenda, seconded by Fawn Billie. Motion carried unanimously.

XI. Recess/Adjourn at 11:42 a.m.

Motion was made by David Jordan to adjourn at 11:42 a.m., seconded by Fawn Billie.

Motion carried unanimously.

Community Development Planning Committee

Meeting Minutes
9:00am – 12:00am Thursday May 4, 2017
Business Committee Conference Room



Present: Tehassi Hill, Lisa Summers, Fawn Billie, David Jordan

Others Present: Leanne Doxtater, Don Miller, Troy Parr, Mike Troge, Pat Pelky, Joanie Buckley, Gene Schubert, Laura Manthe, James Petitjean, Sherrole Benton, Paul Witek, Jacque Boyle, Nate King, Brian Doxtator, Cathy Bachhuber, Jim Bittorf, Joyce LaCount

I. Call to Order By Tehassi Hill at 9:01 a.m.

II. Approve the agenda

Motion made by Lisa Summers to approve the agenda, seconded by Fawn Billie. Motion carried unanimously.

III. Minutes to be approved

A. April 6, 2017 meeting minutes approved without revisions

Motion made by David Jordan to approve the 4/6/17 meeting minutes, seconded by Lisa Summers. Motion carried unanimously.

IV. Follow-ups/Directives

No business was conducted under this section.

V. Old Business

A. Longhouse – Timeline Update – Michelle Danforth & Joanie Buckley

1. The Longhouse will not be completed by the time the LPGA is in town, but it will be completed in this fiscal year. The trusses are being put together by an outside company, and that is where our delay is. The trusses are specific and need to be built for us.
2. This project went before the Finance Committee last week because it is a sole source.
3. The Longhouse project is now following the CIP process, but it was not when it first started. The funding for this project is not CIP funds, but rather other funding allocation.

Motion made by David Jordan to accept the verbal report on the Longhouse Timeline Update, seconded by Fawn Billie. Motion carried unanimously.

Motion made by Lisa Summers for the overall Cultural Heritage Site Plan update to be brought back through George Skenandore and Troy Parr as part of the transition for the next Business Committee, seconded by Fawn Billie. Motion carried unanimously.

B. Early Head Start Facility, Project #14-103, Project Status Report – Paul Witek

1. Last month at the CDPC Meeting, we had the dialog regarding the location. The new Interim GSD Director did support moving forward with the project. CDPC supported that direction.
2. The project is currently out for construction bids. The bids are due on May 11, 2017.
3. If everything lines up on May 11th with the bid opening, the construction would start about mid-June 2017. The estimate is for a 32-week construction timeframe. That would put substantial completion by the end of January 2018.

Motion made by David Jordan to accept the verbal update on the Early Head Start Project, seconded by Lisa Summers. Motion carried unanimously.

VI. New Business

A. Solar Deployment Project – Mike Troge & Pat Pelky

1. Mike Troge handed out information documents to go along with the presentation for the Solar Deployment on Tribal Buildings Project.
2. The detailed financials will go to Larry Barton for review.
3. The Oneida Nation Solar LLC has no board members but will have someone appointed by the Tribe to oversee the LLC.
4. A copy of the draft Operating Agreement will be sent to Lisa Summers. Mike Troge will send it to Joyce LaCount, and then it will be sent out.
5. BDO Consulting is the finance consultant that ran the financial models.
6. There were four respondents to the RFP, and Sun Vest was chosen.

Motion was made by Lisa Summers to accept the Solar Deployment Project update, seconded by Fawn Billie. Motion carried unanimously.

VII. Reports

No business was conducted under this section.

VIII. Additions

No business was conducted under this section.

IX. Executive Session

No business was conducted under this section

X. Outstanding Items

A. 2/2/17 Follow-up Motion: Recommendation on Presentation of CDPC Transition Material and Identifying Project Priority, moved to the June 2017 CDPC agenda – Troy Parr & Lisa Summers

1. This will be finalized by our next meeting in June.
2. The CDPC Meeting scheduled for June 8, 2017 will be our last meeting until September 2017 because of the election in July.

XI. Recess/Adjourn at 9:46 a.m.

Motion was made by David Jordan to adjourn at 9:46 a.m., seconded by Fawn Billie.
Motion carried unanimously.

Present: Jenny Webster, Tehassi Hill, Lisa Summers, David Jordan

Others Present: Troy Parr, Paul Witek, Ron Melchert, James Petitjean, Dakota John, Jamel Ness, Dakota Oskey, Gabrielle Balbuena, Sherrole Benton, Trish King, Brian Doxtator, Jessica Wallenfang, Sue Doxtator Leanne Doxtater, Nate King, Cathy Bachhuber, Louis Cottrell, Jacque Boyle, Pat Pelky, Larry Barton, Joanie Buckley, Karen Smith, Joyce LaCount

I. Call to Order By Tehassi Hill at 9:03 a.m.

II. Approve the agenda

Motion made by Jenny Webster to approve the agenda, seconded by Lisa Summers.
Motion carried unanimously.

III. Minutes to be approved

A. May 4, 2017 meeting minutes approved without revisions

Motion made by David Jordan to approve the 4/6/17 meeting minutes, seconded by Jenny Webster. Motion carried unanimously.

IV. Follow-ups/Directives

A. Project Briefs – Paul Witek

1. Paul Witek reviewed the projects, one at a time, including their phases, concept, estimated costs, and definitions. Paul also listed any major issues with the projects.
2. The former Circuit City building was set up by WisDOT with offices and conference rooms, so that is why, for right now, we will be using it for Tribal offices rather than lose the money invested in the building. Because this site is a prime commercial spot, the long range plans are to use it for a commercial lease. Treasurer King suggested this site be used as a Tribal warehouse for all deliveries.
3. The former BP site is currently waiting to see if it will be awarded the ICDBG (Indian Community Development Block Grant). This grant is to be used for the infrastructure for this site and a community center.

Motion was made by Lisa Summers to accept the project briefs as information, seconded by David Jordan. Motion carried unanimously.

B. CIP FY18 Project Prioritization – Paul Witek

1. Paul Witek reviewed the project prioritization matrix that he had sent out to the CDPC Members. He only received one response back with the scoring sheet, so it was agreed by the CDPC Members that we will score

the projects today during this meeting. Troy Parr will be entering the scoring data into the matrix during the meeting.

2. Lisa Summers suggested that an additional column be added to the matrix pertaining to how the project aligns with the Nation's strategy and with Community wants and needs.
3. Next year, we could add a column under technical that would list a project as "high risk" or a health/life/safety issue, and mark it with an asterisk.
4. Another suggestion is to add a category of "building a responsible Nation".
5. We only reviewed the CIP Projects that are requesting funding. The remainder of the projects on the Project Prioritization matrix are not developed enough for a budget.

Motion was made by Jenny Webster to accept the CIP FY18 Project Prioritization with the noted changes, seconded by Lisa Summers. Motion carried unanimously.

C. Transition Discussion – CDPC

1. Lisa Summers requested this item to be on the CDPC agenda for several reasons. First there is the overall transition of the CDPC, and what we just reviewed, over to the next administration.
2. We need to prepare the transition documents, and to update the charter.
3. The next CDPC Members should be known about two weeks into the new OBC Administration.
4. Lisa Summers will work with the Treasurer's office and Troy Parr on the transition.
5. Part of the transition needs to be related to the new budget law that will start as of October 1, 2017 for the FY19 budget.

Motion was made by David Jordan for Lisa Summers, and for whomever else on the CDPC, to work with the Treasurer for the transition and the budget, seconded by Jenny Webster. Motion carried unanimously.

V. Old Business

A. Status Update Cultural Heritage Site Plan – Troy Parr

1. Pat Pelky, Joanie Buckley, George Skenandore, and Troy Parr have met once, and they are continuing to work through some of the many dynamics including other opportunities that have arisen. There is nothing new, and this item should be taken up again next September. Hopefully, between now and then we're able to get a definitive direction.

Motion was made by Jenny Webster to accept this update on the Cultural Heritage Site Plan as an fyi, and that this item will carry through to the new administration for the next term, seconded by David Jordan. Motion carried unanimously.

VI. New Business

A. Update on Kitchen Incubator, Tour of NWTC – Joanie Buckley

1. Joanie Buckley has been in contact with NWTC regarding the Food Center. NWTC has offered a tour to us of their new culinary school if we wanted it.
2. Regarding the grant for the food center, it is still in the system with EDA.
3. The tour could be scheduled sometime in September 2017 with the new administration.

Motion has been made by David Jordan to accept the update as an fyi, and to schedule a tour in late September with the CDPC, seconded by Jenny Webster. Motion carried unanimously.

VII. Reports

No business was conducted under this section.

VIII. Additions

No business was conducted under this section.

IX. Executive Session

No business was conducted under this section.

X. Outstanding Items

No business was conducted under this section.

XI. Recess/Adjourn at 11:19 a.m.

Motion was made by David Jordan to adjourn at 11:19 a.m., seconded by Lisa Summers. Motion carried unanimously.