

Community Development Planning Committee



Regular Meeting
9:00 a.m. Thursday, February 4, 2021
Teleconference

Agenda

I. CALL TO ORDER AND ROLL CALL

II. ADOPT THE AGENDA

III. MEETING MINUTES

A. Approve January 7, 2021 Meeting Minutes

IV. UNFINISHED BUSINESS

A. Review and Revise CDPC Charter – James Petitjean
Sponsor: Brandon Stevens

V. NEW BUSINESS

VI. STANDING UPDATES

A. CIP #14-002 Cemetery Improvement Update
Sponsor: Marie Summers

VII. ADJOURNMENT

COMMUNITY DEVELOPMENT PLANNING COMMITTEE

AGENDA REQUEST FORM

Agenda Item Topic: Meeting Minutes

☐ New Business ☐ Follow-up ☐ For Your Information ☐ Executive Session

Meeting Date: 2/4/2021

Description:

January 7, 2021 meeting minutes

Requested Action:

Approve January 7, 2021 Meeting Minutes

Submission Authorization

CDPC Sponsor: Brandon Stevens, Chair

Requestor (if different from above): Brooke Doxtator

Preferred Method of Contact:

☐ Phone #:

☒ E-mail: bdoxtat1@oneidanation.org

☐ Address:

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Community Development Planning Committee



Regular Meeting
5:00 p.m. Thursday, January 7, 2021
Teleconference

Minutes

Regular Meeting

Present: Chairman Brandon Stevens, Daniel Guzman King, Tehassi Hill, Kirby Metoxen

Others Present: Deborah Thundercloud, RC Metoxen, Brooke Duxtator, Paul Witek, Larry Barton, Troy Parr, Patrick Pelky, Jeffrey House, Kristal Hill, James Petitjean, Jacque Boyle

I. CALL TO ORDER AND ROLL CALL

Meeting called to order by Chairman Brandon Stevens at 9:02 a.m.

II. ADOPT THE AGENDA

Motion by Daniel Guzman to adopt the agenda, seconded by Tehassi Hill. Motion carried.

Ayes: Daniel Guzman King, Tehassi Hill

Kirby Metoxen arrived at 9:05 a.m.

III. MEETING MINUTES

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

Marie Summers arrived at 9:30 a.m.

A. Review and Revise CDPC Charter

Sponsor: James Petitjean

Motion by Tehassi Hill to accept the discussion on the CDPC Charter, seconded by Marie Summers. Motion carried.

Ayes: Daniel Guzman King, Tehassi Hill, Kirby Metoxen, Marie Summers

B. Review CDPC FY2020 2nd Quarter Report

Sponsor: Brandon Stevens

Motion by Tehassi Hill to accept as information, seconded by Daniel Guzman King, Motion carried.

Ayes: Daniel Guzman King, Tehassi Hill, Kirby Metoxen, Marie Summers

C. CIP List Status Update

Sponsor: Paul Witek

No action taken

VI. STANDING ITEMS

VII. ADJOURNMENT

Motion by Marie Summers to adjourn at 10:23 a.m., seconded by Kirby Metoxen. Motion carried.

Ayes: Daniel Guzman King, Tehassi Hill, Kirby Metoxen, Marie Summers

Minutes prepared by Brooke Doxtator, Boards, Committees, and Commissions Supervisor
Minutes approved as presented/corrected on February 4, 2021.

Brandon Stevens, Chair
Community Development Planning Committee

COMMUNITY DEVELOPMENT PLANNING COMMITTEE

AGENDA REQUEST FORM

Agenda Item Topic:

☐ New Business ☒ Follow-up ☐ For Your Information ☐ Executive Session

Meeting Date:

Description:

Review and revise CDPC Charter

Requested Action:

Accept the discussion regarding the CDPC Charter

Submission Authorization

CDPC Sponsor:

Requestor (if different from above):

Preferred Method of Contact:

☐ Phone #:

☒ E-mail:

☐ Address:

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Oneida Nation

Post Office Box 365

Phone: (920)869-2214



Oneida, WI 54155

BC Resolution # 09-26-18-A

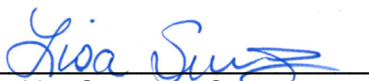
Adoption of the Community Development Planning Committee Charter

- WHEREAS,** the Oneida Nation is a federally recognized Indian government and a treaty tribe recognized by the laws of the United States of America; and
- WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Nation; and
- WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV, Section 1, of the Oneida Tribal Constitution by the Oneida General Tribal Council; and
- WHEREAS,** the Oneida Business Committee believes that the creation of Standing Committees with designated subject matter authority and responsibilities will aid in better understanding and be more responsive to membership and organizational needs and demands; and
- WHEREAS,** the Oneida Business Committee believes that the complexities of issues facing the Tribe from both internal and external factors requires a deeper understanding of those issues which can be obtained through the development of Standing Committees; and
- WHEREAS,** the Oneida Business Committee believes that members elected to the Oneida Business Committee bring a wealth of information and experience that can be better utilized through the focus of Standing Committees; and
- WHEREAS,** a standing committee of the Oneida Business Committee is not subject to the Comprehensive Policy Governing Boards, Committees and Commissions;

NOW THEREFORE BE IT RESOLVED, the Oneida Business Committee, consistent with its delegated authority under the Constitution and laws of the Oneida Nation does hereby create the Community Development Planning Committee and adopts its Charter which identifies the members, and sets for the powers, and responsibilities of the Community Development Planning Committee.

CERTIFICATION

I, the undersigned, as Secretary of the Oneida Business Committee, hereby certify that the Oneida Business Committee is composed of 9 members of whom 5 members constitute a quorum; 9 members were present at a meeting duly called, noticed and held on the 26th day of September, 2018; that the forgoing resolution was duly adopted at such meeting by a vote of 8 members for, 0 members against, and 0 members not voting*; and that said resolution has not been rescinded or amended in any way.



Lisa Summers, Secretary
Oneida Business Committee

*According to the By-Laws, Article I, Section 1, the Chair votes "only in the case of a tie."

CDPC CHARTER

The Community Development Planning Committee (CDPC), a standing committee reporting to the Oneida Business Committee, was established by the Oneida Business Committee on February 25, 2009ⁱ.

Committee Purpose

The purpose of the CDPC is to improve the Oneida Nation community and operations by providing strategic planning support and oversight by ensuring coordination on matters involving plans for community development, economic development, housing, land use, and sustainability.

Members

The CDPC will consist of a minimum of five (5) members from the Oneida Business Committee.

1. CDPC members will be selected during the liaison process at the beginning of a new term of the Oneida Business Committee.
2. Any of the Oneida Business Committee members not serving as a regular member may serve as an ad hoc member to establish a quorum.
3. Ad hoc members may participate in any CDPC meeting as a regular member and will have voting rights.
4. A Chair and Vice-Chair will be selected at the first CDPC meeting held after the new term of office begins for the Oneida Business Committee.

General Responsibilities

1. Ensure projects and initiatives are prioritized and aligned with the Triennial Strategic Planⁱⁱ.
2. Act as a communication conduit to inform and educate the OBC on prioritized projects, including supporting recommended actions to the OBC for consideration, as needed.

3. Recommend and coordinate reviews and consultations of the Legislative Operating Committee, Quality of Life, Finance Committee, Land Commission, and any other boards, committees and commissions, as needed.
4. Request reports and updates, as needed, to ensure projects and initiatives are thoroughly reviewed and completed in accordance to requested timelines.
5. Assist in supporting recommendations for the annual fiscal year budget process.

Specific Responsibilities

1. Collaboration of Community Development
 - a. Ensure coordination and collaboration of business units, boards, committees, and commissions, on matters involving the public works, utilities, transportation, roads, facilities management, utilities, housing, environment, and economic development as it relates to community development.
 - b. Review and evaluate all community development efforts, including making recommendations to the OBC as needed.
 - c. Review long-range and short-range planning of Tribal-related capital improvement projects and provide strategic planning support.
 - d. Ensure capital improvement project plans are consistent with the Triennial Strategic Planⁱⁱⁱ.
 - e. Work jointly with the Community & Economic Development Division to create and recommend a Capital Improvement Plan for Enterprises and Government Services, as needed.
2. Collaboration of Economic Development
 - a. Ensure coordination of business units, boards, committees, and commissions, on matters involving economic development and business ventures.
 - b. Develop a standard operating procedure for receiving and processing business venture requests for vetting.
 - c. Review and make recommendations regarding economic and sustainability related strategies and initiatives.

Meetings

1. Regular monthly meetings will normally be held on the 1st Thursday of each month.
2. Special meetings may be called as needed and shall be noticed in accordance with the Open Records and Open Meetings Law.
3. A quorum of three members^{iv} is required to take official actions.
4. Work sessions may be scheduled as needed by request.

ⁱ 2/25/2009 BC Meeting: Motion by Patty Hoeft to approve re-initiating the Business Committee Planning meeting that will now become the Community Planning Committee starting on the first Thursday of every month, starting March 5, 2009 and that five Business Committee members be appointed today to serve on this Committee and that the draft standard procedures for the Committee that are presented, be adopted, seconded by Ed Delgado. Motion carried unanimously.

ⁱⁱ The Triennial Strategic Plan is determined by the OBC at the beginning of each OBC in accordance with the *Budget Management and Control 1-121.4 Strategic Planning*.

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^{iv} 11/9/2011 BC Meeting: Motion to approve CDPC Quorum Change from 5 BC members to 3 BC members.

COMMUNITY DEVELOPMENT PLANNING COMMITTEE

AGENDA REQUEST FORM

Agenda Item Topic: CIP #14-002 Cemetery Improvements

☒ New Business ☐ Follow-up ☐ For Your Information ☐ Executive Session

Meeting Date: 02/04/2021

Description:

This item was on the January 27th, 2021 Regular BC Meeting for review and next steps.

Requested Action:

Requesting the item "Cemetery Improvements" CIP #14-002 be added to the CDPC agenda as a standing item for regular monthly updates.

Submission Authorization

CDPC Sponsor: Marie Summers, Councilwoman

Requestor (if different from above):

Preferred Method of Contact:

☐ Phone #:

☐ E-mail: esummer1@oneidanation.org

☐ Address:

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